

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office California Institution for Women (CIW)-HFM/Operations/CALPIA		2. Unit/Industry Healthcare Facilities Maintenance (HFM)	
3. Classification Title Custodian I		4. Proposed Incumbent (if known)	
5. Current Position Number (Agency-Unit-Class-Serial) 087-760-2011-PFT		6. Effective Date	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the supervision of the Custodian Supervisor I, and direction of the Custodian II (HFM), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Work Schedule: Work Days/Hours May Vary			
8. Percentage (%) of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary)	
		ESSENTIAL FUNCTIONS	
40%	Sweep, mop, scrub, spotting and waxing floors, vacuum rugs and carpets, operation scrubbers, buffers and other janitorial equipment and machinery: empty and clean waste receptacles, spotting walls, cleaning floors, cells stairways, hallways, restrooms and offices, clean and polish cabinets, furniture and woodwork, clean all clinic areas. Clean stairways, hallways, restroom, offices partitions, lobbies, gymnasium, medical clinics: clean ceilings, walls interior and exterior of windows, windows screens, mini blinds, upholstery cleaning, vents and grills, light fixtures, glass partitions, vents, shampoo carpets. Polish metal work: turn out lights and lock doors and windows: restock all restroom supplies replenish janitorial supplies: attends training and meetings as required. Provides instruction and on the job training for offenders engaged in janitorial service.		
25%	Trains in the performance of Janitorial Services Program. Responsible for assisting with daily operations, preparing list of materials/supplies to order and train offenders. Provides training for custodial work, technical training, hands on training, assists with preparation of class instruction, and document progress.		
20%	Maintains accurate Inmate Work Incentive and time-keeping records. Reviews and documents work performance.		
10%	Assist in Health and Safety Program. Ensures the Injury Illness Prevention Program complies with all CAL-OSHA requirements. This would include State Health Department in Title 22, 15, and 8. Biohazard, hazardous waste, and toxic materials control program. Ensure safety precautions to help maintain a safe work environment. Review safety inventory stock, issues as needed, and personal protective gear. Attends safety meetings, enforces safety rules as they apply to staff and offender workers, ensures compliance with safe work practices and work conditions. Ensures the safety and security to enterprises and personnel.		
		MARGINAL FUNCTIONS	
5%	Assist in moving and arranging furniture and equipment, attends special events, and helps with meeting set-up, and ensures that all areas of responsibility meet acceptable standards. Performs other duties as assigned per classification such as special projects or safety-related reports. Attends mandatory or job-related trainings and works cooperatively with the host institution staff. Performs special required duties during emergencies.		
		(Continued on Page Two)	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL 10-7-21			

<p>8. Percentage (%) of time performing duties:</p>	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first.</p> <p>(Continued from Page One)</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Additionally, persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle always while on the worksite.</p> <p>Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively.</p> <p>Ability to, in departments with inmates or mental health patients: All of the above and maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials.</p>
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